

How to register for a Unique Entity Identification (UEI) number

As of April 4, 2022 the federal government will transition away from the DUNS number to a new Unique Entity Identification (UEI) number. You are required to have a DUNS number from DUN & Bradstreet before you can request a UEI number.

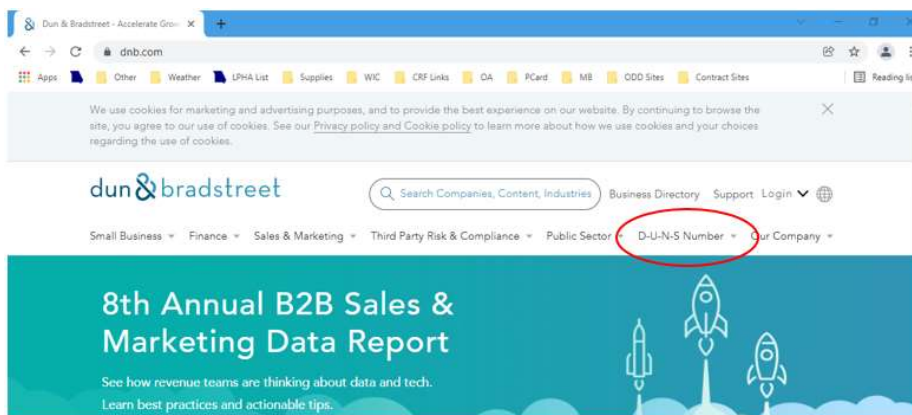
The following are step by step instructions to assist with requesting a UEI.

STEP 1: DUNS number

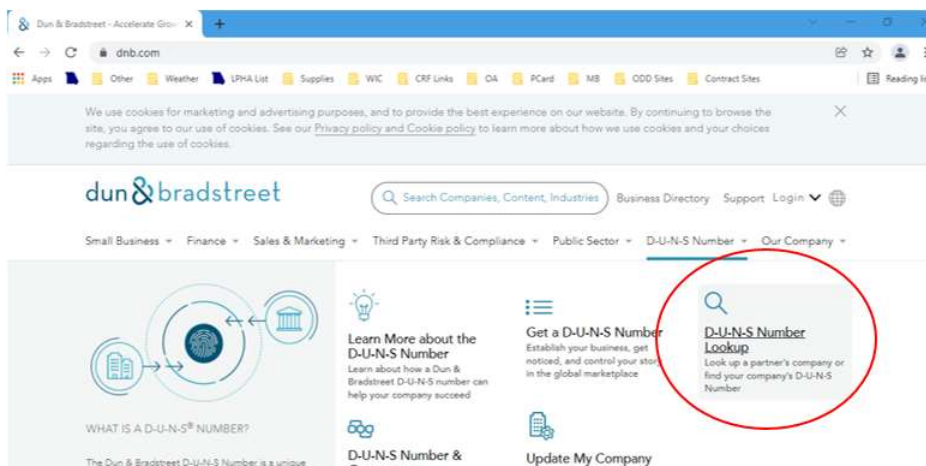
If you already know a.) your DUNS number, b.) *exactly* how your information is displayed in your DUNS number registration, and c.) the information in your DUNS number registration is up to date, please continue to STEP 2 *Request a UEI*. Otherwise, go to <https://www.dnb.com/> to find or apply for your DUNS number.

1. If you think you may have a DUNS number, or you know you have a DUNS number but are unsure what is exactly registered, or you know you have a DUNS number but are unsure if it is up to date, follow the instructions below to see if you do currently have a DUNS number and see how it is registered:

- a. Select the D-U-N-S Number drop down:



- b. Select D-U-N-S Number Lookup:



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- c. In the “Search For” drop down menu, select “My company”:

Dun & Bradstreet
D-U-N-S® Number Lookup

Look up a partner's company or find your company's D-U-N-S Number.

Search For

- Select
- Select
- My company**
- Other company

CALL US (844) 219-3731 | CONTACT US | START A LIVE CHAT

- d. Enter the required fields (Legal Business Name and State & Country) and select Search. Below is an example:

Dun & Bradstreet
D-U-N-S® Number Lookup

Look up a partner's company or find your company's D-U-N-S Number.

Business Name | Business Phone

Legal Business Name* | Missouri Department of Health

Street & Suite | Street | Suite

City & Zip Code | City | Zip Code

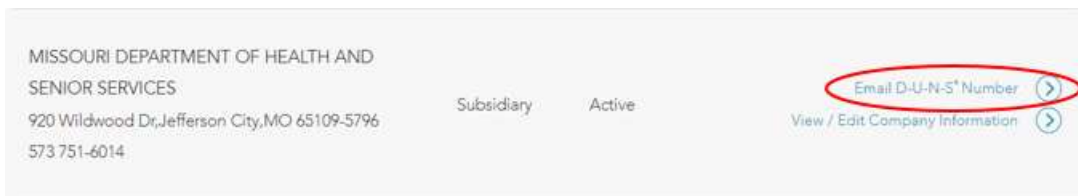
State & Country* | Missouri | U.S.

Search

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- e. Scroll through any results to find the company information that matches your company from the listing. Note: If you find your company listed, keep this information as it will assist in requesting an UEI number because the information must match your DUNS information *exactly*.
- 1) If you find your company's listing, select the "Email D-U-N-S Number" to have the company's listing emailed by filling out the form provided.



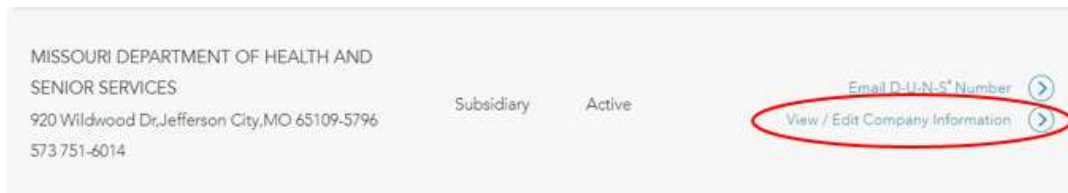
- a) Complete the form by filling in your First Name, Last Name, the email address you want the information emailed to, and selecting submit. You will quickly be emailed the DUNS number. Once received, it is recommended you print or capture a screen shot of the listing.

A screenshot of a web browser showing a form titled "Email D&B D-U-N-S Number". The form is for requesting a DUNS number for the Missouri Department of Health and Senior Services. It includes fields for "First Name", "Last Name", and "Email", which are circled in red. Below these fields is a "Submit" button, also circled in red. The form also includes a checkbox for "Give me FREE alerts for changes to my company's scores and ratings with CreditSignal".

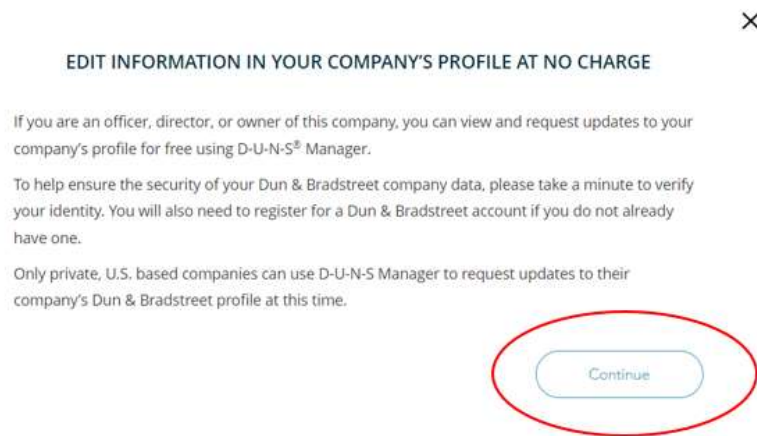
- b) Once you have your DUNS number, please continue to STEP 2 "Request a UEI".

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- 2) If you find your company's listing, but the listing has old information or a typo that needs to be fixed before moving forward, select the View/Edit Company Information to update your DUNS number registration:



- a) Selecting the View/Edit Company Information will then give you a pop-up window for you to read and select continue:



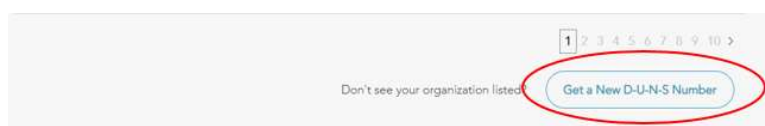
- b) From there you will need to log in to your account and update your registration information. For additional help with this, you can select how you would like to receive help from the help options located at the bottom of the screen.



- c) Once you have your DUNS number, please continue to STEP 2 "Request a UEI".

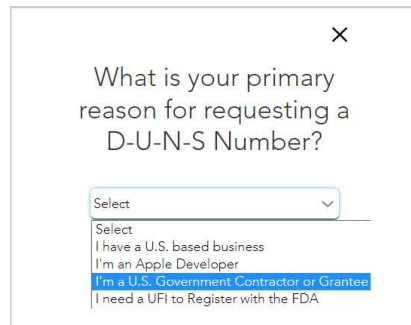
- 3) If you the search comes back with no results or you are unable to find your company information in the listed results, you will need to get a new DUNS number.

- a) Scroll down to the bottom of the page and select "Get a New D-U-N-S Number":



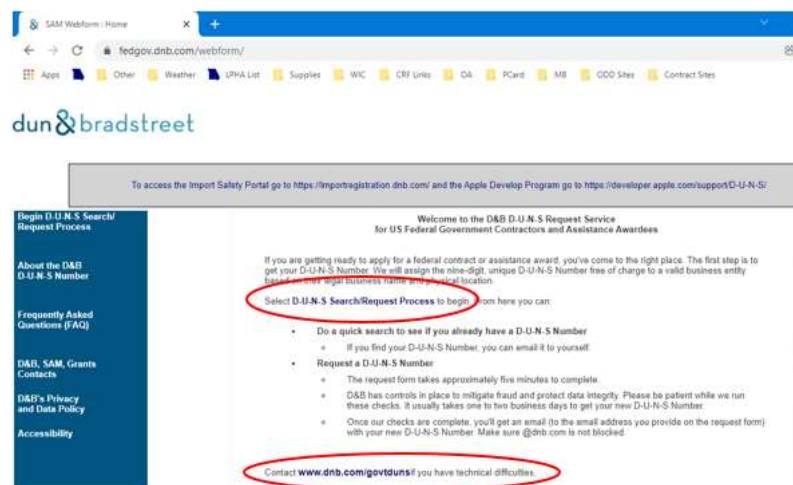
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- b) A pop-up screen for you to select your reason for requesting a DUNS number will appear for you to select from the choices.



A screenshot of a web browser showing a pop-up window with a close button (X) in the top right corner. The text inside the pop-up asks, "What is your primary reason for requesting a D-U-N-S Number?". Below the text is a dropdown menu with the word "Select" and a downward arrow. The dropdown menu is open, showing five options: "Select", "I have a U.S. based business", "I'm an Apple Developer", "I'm a U.S. Government Contractor or Grantee" (which is highlighted in blue), and "I need a UEI to Register with the FDA".

- c) You will then be able to start the DUNS number request process. Contact information for assistance is also available:

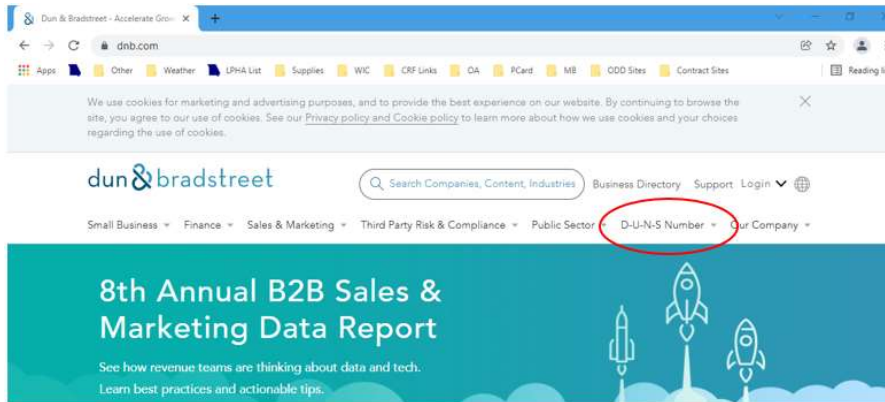


A screenshot of a web browser showing the "SAM Webform Home" page. The browser's address bar shows "fedgov.dnb.com/webform/". The page features the "dun&bradstreet" logo. A banner at the top provides links for the Import Safety Portal and the Apple Developer Program. Below the banner, there is a "Begin D-U-N-S Search/Request Process" section on the left and a "Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Assistance Awardees" section on the right. The right section contains instructions on how to get a D-U-N-S Number, including a list of steps: "Do a quick search to see if you already have a D-U-N-S Number" and "Request a D-U-N-S Number". A red circle highlights the "Select D-U-N-S Search/Request Process to begin" link. Another red circle highlights the contact information: "Contact www.dnb.com/govtduns if you have technical difficulties".

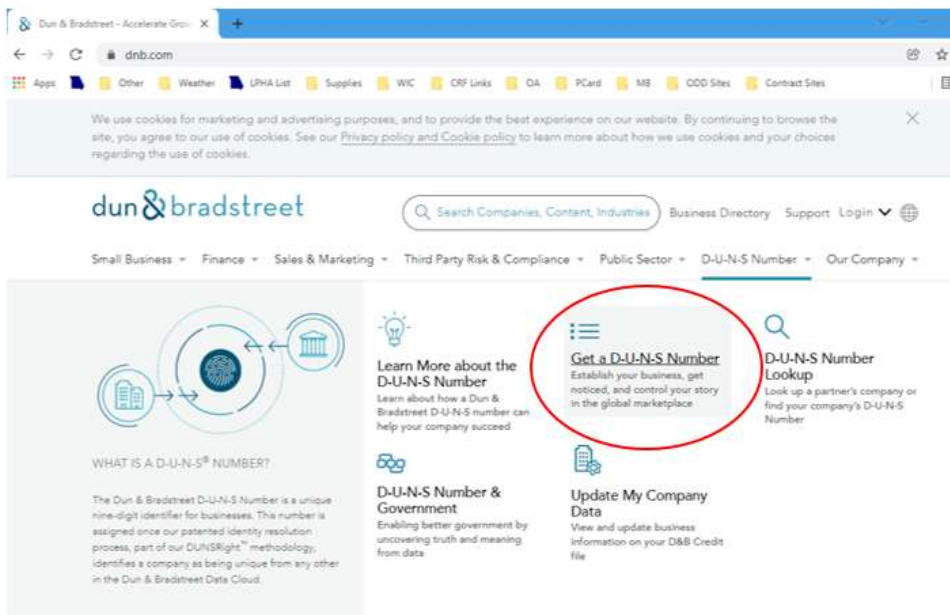
- d) Once you have your DUNS number, please continue to STEP 2 "Request a UEI".

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2. If you know that your company does not have a DUNS number.
3.
 - a. Select the D-U-N-S Number drop down:



- b. Select the “Get a D-U-N-S Number” from the drop down list.



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- c. Select your reason for the DUNS number registration from the drop down listing:

The screenshot shows the 'Get a D-U-N-S Number - Establish' page on the dnb.com website. The page title is 'D-U-N-S® Number'. Below the title, there is explanatory text about the D-U-N-S Number and its use. The first step in creating a new D-U-N-S Number is highlighted: searching to see whether Dun & Bradstreet has already created one for you. A red oval highlights the 'Primary Reason for D-U-N-S Number Registration' section, which contains a dropdown menu. The dropdown menu is open, showing the following options: 'Select', 'I have a U.S. based business', 'I have a Canada based business', 'I'm an Apple Developer', 'I'm a U.S. Government Contractor or Grantee' (which is highlighted in blue), and 'I need a UEI to Register with the FDA'. At the bottom of the page, there is a dark blue footer with contact information: 'CALL US (844) 219-3667', 'CONTACT US', and 'START A LIVE CHAT'. A chat bubble is also visible on the right side of the footer.

- d. Select Continue:

The screenshot shows the same 'Get a D-U-N-S Number - Establish' page on the dnb.com website. The 'Primary Reason for D-U-N-S Number Registration' dropdown menu is now closed, and the selected option, 'I'm a U.S. Government Contractor or Grantee', is displayed next to the label. A red oval highlights the 'Continue' button, which is a light blue button with the word 'Continue' in the center. The rest of the page, including the footer with contact information and the chat bubble, remains the same as in the previous screenshot.

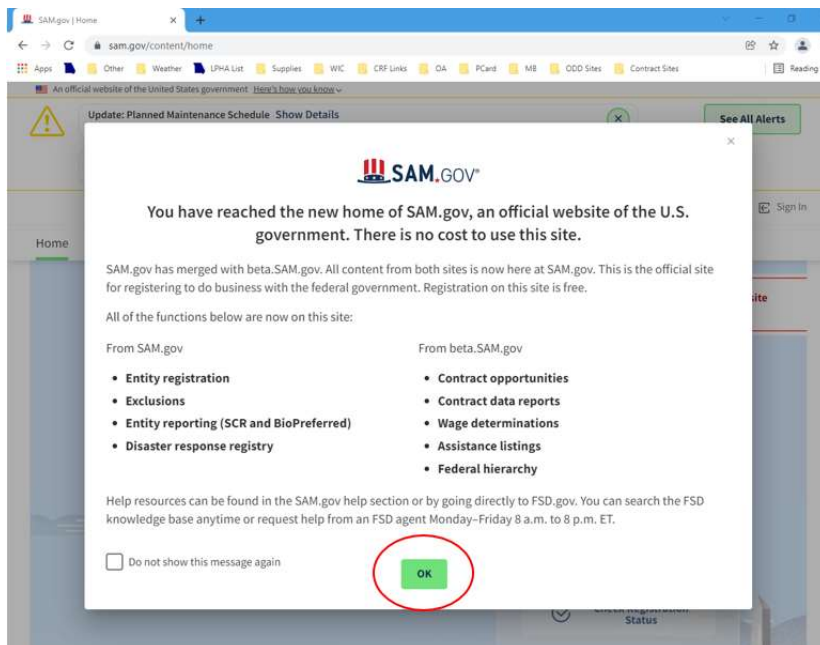
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- e. Continue through the registration process to register for a DUNS number. For assistance with your registration, please use the contact information provided during the registration process.
- f. Once you have your DUNS number, please proceed to STEP 2 *Request a UEI*.

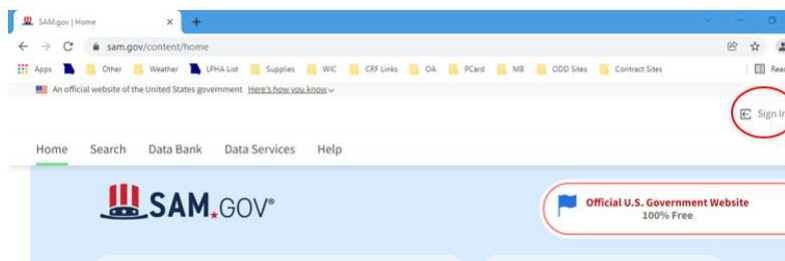
STEP 2: Request a UEI

Now that you have your DUNS number and your exact up-to-date DUNS information as it is registered, you may now request a UEI number by going to <https://sam.gov/content/home>.

1. When the page first comes up, a pop up will show. Select OK to proceed:



2. Create an account.
 - a. Select "Sign In" located in the upper right hand corner to create an account.

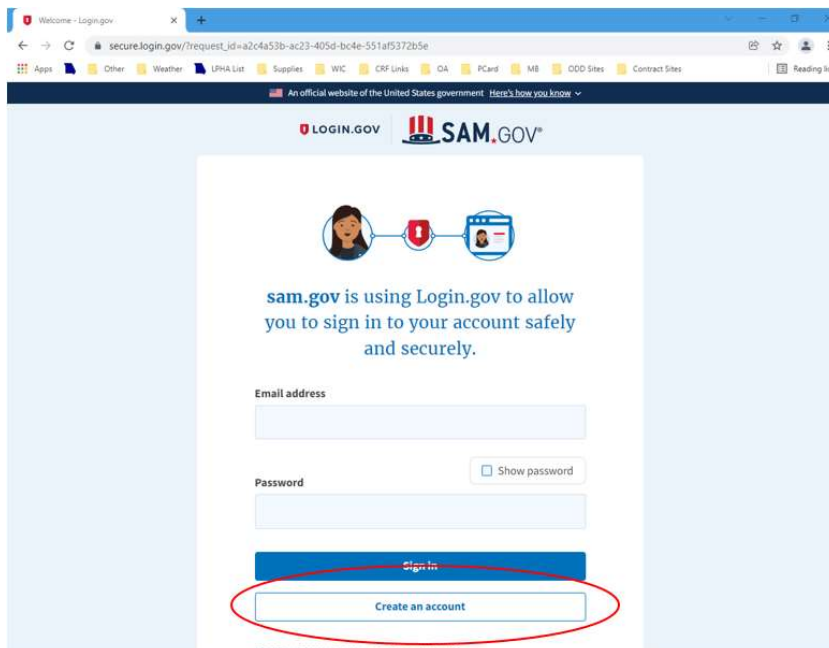


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- b. From the pop up, select “Accept”.



- c. Select “Create an account”.



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- d. Enter your email address, Select your email language preference, review and accept Login.gov Rules of Use, and submit to continue to the next section.

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
☐ Español
☐ Français

☒ Check this box to accept the Login.gov Rules of Use

Submit

- e. You will then receive an email message to validate that email address.

Check your email

We sent an email to [redacted] with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

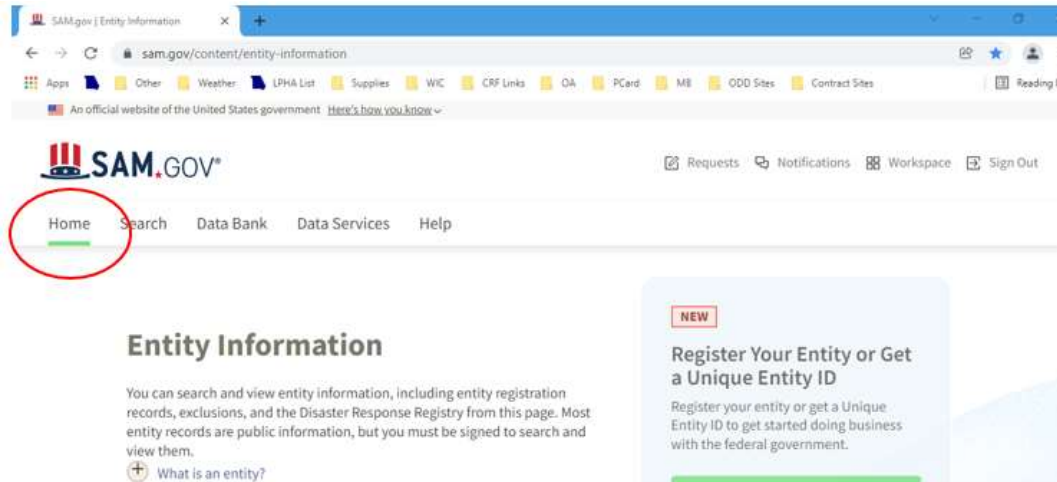
Or, [use a different email address](#)

You can close this window if you're done.

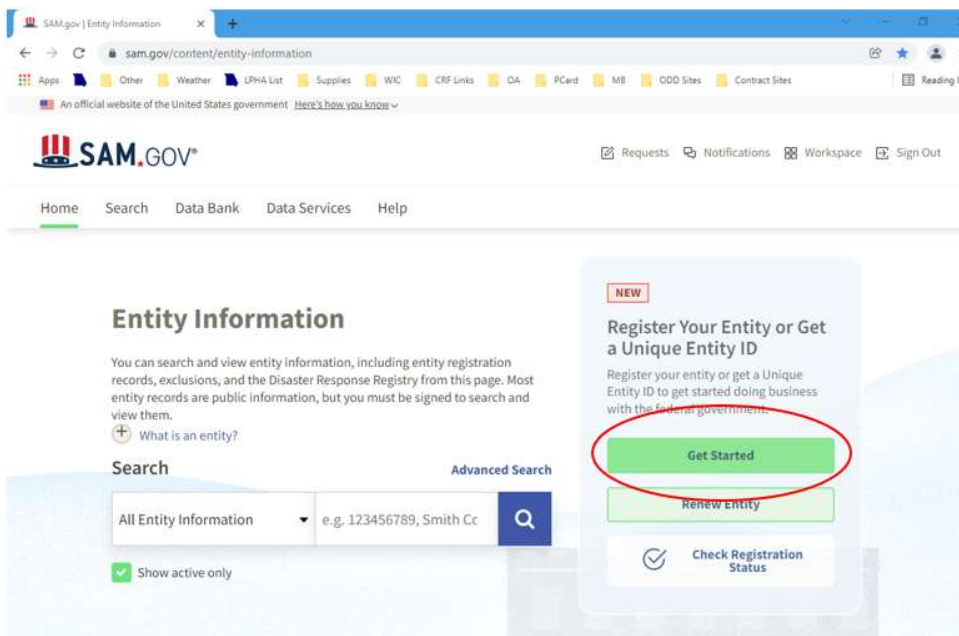
US General Services Administration | Language | [HELP](#) | [CONTACT](#) | [PRIVACY & SECURITY](#)

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- f. Follow the instructions to continue the registration process. For assistance with the registration process, please use the Help or Contact links located at the bottom of the page.
3. Once you are logged in, make sure you are on the “Home” page. It will indicate you are on the Home page with a green line under the word Home.

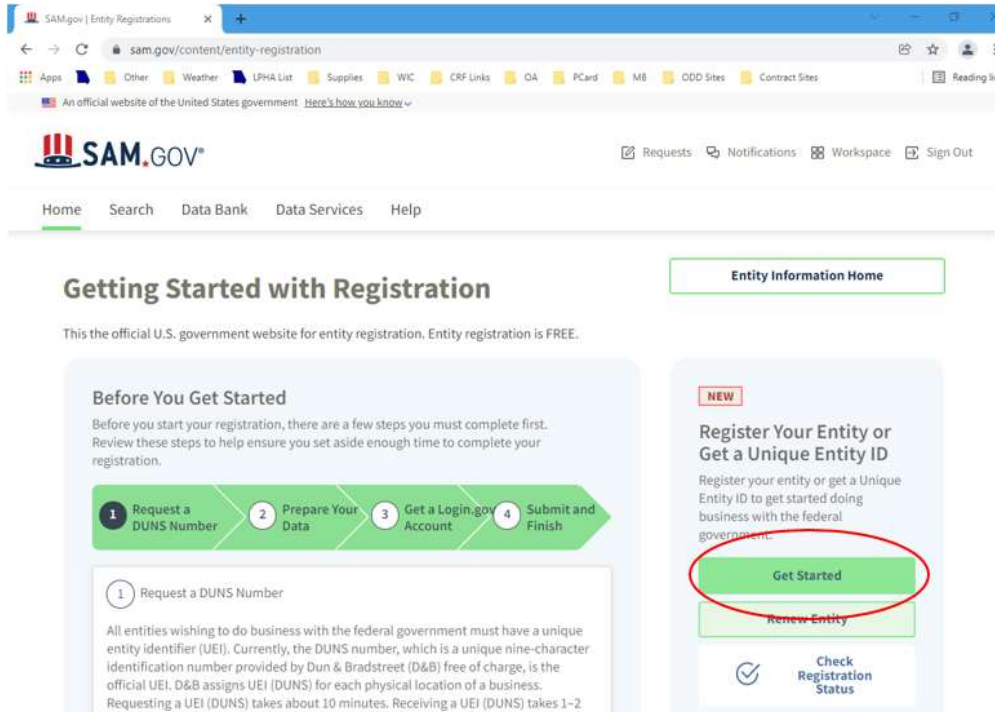


4. Select “Get Started” from the “Register Your Entity or Get a Unique Entity ID”.



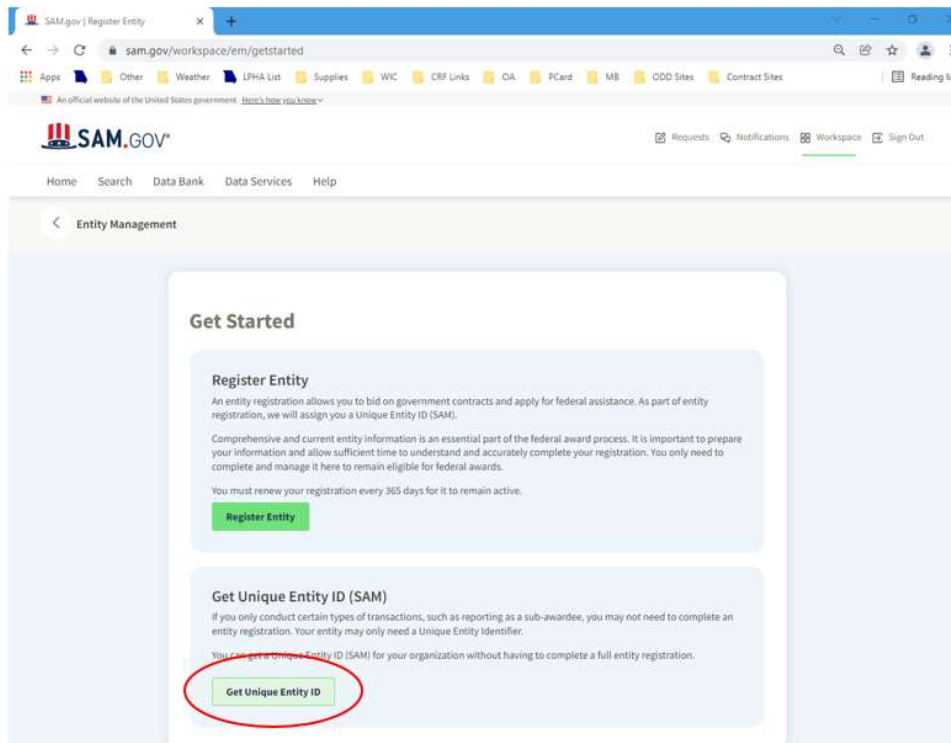
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5. Select “Get Started” from the “Register Your Entity or Get a Unique Entity ID” again **to ONLY sign up to get a UEI**. You do not need to fully register with SAM.gov, but this will get you the UEI you need to contract with a state agency.



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6. Select the Get Unique Entity ID.



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7. Fill in the form **EXACTLY** as it appears in your DUNS registration. When all required fields are complete select the next button. Note: the next arrow will not display until the information is complete.

- a. If the information you entered did not match exactly how your DUNS number registration is, then a *No Match Found* message will appear at the top of the form. You will need to review and correct the information to match your DUNS number registration information.

- b. The progress bar across the top allows you to see where you are in the request process.

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8. During the Validate Information step, the system shows what you entered and if a match was found in the system.

The screenshot displays the 'Validate Information' step of a four-step registration process. A progress bar at the top shows steps 1 through 4: 'Enter Entity Information', 'Validate Information' (current step), 'Request UEI (SAM)', and 'Receive UEI'. Below the progress bar, the title 'Validate Information' is followed by the text 'The information you provided matches the following entity:'. Two boxes are shown: 'YOU ENTERED:' and 'WE FOUND THE FOLLOWING MATCH:'. Both boxes contain identical information for the 'MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES', including a DUNS number, a Unique Entity ID, and a physical address.

1 Enter Entity Information 2 **Validate Information** 3 Request UEI (SAM) 4 Receive UEI

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

DUNS UNIQUE ENTITY ID:
878092600

PHYSICAL ADDRESS
920 WILDWOOD DRIVE
JEFFERSON CITY, MO 65109
US

WE FOUND THE FOLLOWING MATCH:

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

DUNS UNIQUE ENTITY ID:
878092600

PHYSICAL ADDRESS
920 WILDWOOD DR
JEFFERSON CITY, MO 65109-5796
US

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9. At the bottom of the page there is a selection that defaults to allow the selected record be a public display record.



Although it is not required, allowing public display is helpful for other entities to be able to search your information for contract compliance. *No sensitive information is displayed.* Public display of information looks like the following:

HEALTH AND SENIOR SERVICES, MISSOURI DEPARTMENT OF ● Active Registration				Entity
DUNS Unique Entity ID 878092600	CAGE Code 3A4D6	Physical Address 920 WILDWOOD DR, JEFFERSON CITY, MO 65109 USA	Expiration Date Mar 8, 2022	
SAM Unique Entity ID UETLXV8NG8F4			Purpose of Registration All Awards	

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10. Once you have your match and made your choice for public display or not, click next.

The screenshot shows the 'Validate Information' step of the SAM.gov registration process. At the top, a progress bar indicates four steps: 1. Enter Entity Information, 2. Validate Information (current step), 3. Request UEI (SAM), and 4. Receive UEI (SAM). Below the progress bar, the title 'Validate Information' is followed by the text 'The information you provided matches the following entity:'. There are two identical blocks, one labeled 'YOU ENTERED:' and one labeled 'WE FOUND THE FOLLOWING MATCH:'. Each block displays the following information: 'MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES', 'DUNS' (with a 'DUNS' button), 'UNIQUE ENTITY ID: KTB000000', and 'PHYSICAL ADDRESS: 515 WILLOWOOD DRIVE, JEFFERSON CITY, MO 65808, US'. Below these blocks, there is a checkbox labeled 'Allow the selected record to be a public display record;' which is checked. A small disclaimer text follows: 'If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can make it the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. Learn more about SAM public search results.' At the bottom, there are three buttons: 'Previous' (with a left arrow), 'Cancel' (with an 'X'), and 'Next' (with a right arrow). The 'Next' button is circled in red.

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11. During the Request UEI step, you will need to check the box to certify that you are authorized to conduct transactions on behalf of the entity and select “Request Unique Entity ID”.

The screenshot shows a four-step progress bar at the top: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI (SAM) (highlighted in blue), and 4. Receive UEI (SAM). Below the progress bar is a light blue box containing the following text: "Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**." Below this text is a checkbox with a green checkmark, followed by the text "I certify that I am authorized to conduct transactions on behalf of the entity." At the bottom right of the box is a green button labeled "Request Unique Entity ID". Both the checkbox and the button are circled in red.

12. During the Receive UEI step (the final step), you will receive your UEI. **Keep this information for your records.**

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID.

B [REDACTED] 3